



# JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

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## EXECUTIVE ASSISTANT

\$3,288 - \$3,996

### ADMINISTRATION & LICENSING SERVICES BRANCH SACRAMENTO

**RESPONSIBILITIES:** Under the direction of the Deputy Commissioner, Administration and Licensing Services Branch, the Executive Assistant will provide analytical administrative assistance and secretarial support. Duties include but are not limited to the following: maintain and coordinate the Deputy Commissioner's calendar, schedule meetings, prepare agendas and meeting materials; attend meetings and prepare minutes and materials for discussion; prepare travel arrangements and reservations; compose and prepare correspondence and reports, and edit correspondence, reports and other written documents for format, content, and grammar; establish and maintain confidential and administrative files; research confidential and sensitive departmental or program related issues; assist in the planning of office workload standards, staffing requirements, and budgets; establish and maintain assignment control system and follow-up on projects and requests assigned to staff; establish office procedures and operating systems, develop and maintain computer-based information management systems; redirect or respond to incoming telephone and written inquiries; and serve as administrative liaison on behalf of the Deputy Commissioner. **This position is designated confidential.**

#### DESIRABLE QUALIFICATIONS:

- Excellent written and oral communication skills;
- Ability to work independently and exercise sound judgment in accomplishing and completing assignments;
- Ability to exercise discretion and diplomacy in confidential and sensitive assignments;
- Ability to work under pressure and time constraints, and handle changing priorities effectively; and,
- Strong computer skills, including proficiency with Microsoft Windows, Outlook and Word.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Executive Assistant level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Teresa Foster, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. ***Please indicate "Executive Assistant, # 413-113-1728-xxx" on the State application.*** Applications received without this information may not be considered for review. For additional information, please call (916) 492-3423.

**FINAL FILING DATE:** February 12, 2013 - 5:00 p.m. Close of Business

**NOTE:** Interested individuals must submit an application in order to be considered for this position.

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#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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